

# Peterborough Unitarian Universalist Church

## Hiring Policy

At the Unitarian Church of Peterborough N.H. employment is a shared responsibility between the Personnel Committee and the committee to whom the employee reports. The chairperson of the appropriate committee will work with appropriate members of the Personnel Committee throughout the entire employment process.

In the event that a job opening exists, the following steps will be taken to ensure that an effective hiring process takes place.

1. The committee responsible for the open position (called the Hiring or Reporting Committee) will create a qualification checklist, based on the job description for that position.
2. The Hiring Committee will write an advertisement and will recommend where it will be placed. The Personnel Committee can alter or change an ad to ensure that it confirms to our Church's hiring policy. Ads must be placed within the church as well as in appropriate external places, such as the district newsletter or local papers.
3. The Personnel Committee will have the church administrator place advertisements as well as approve invoices for such advertisements.
4. Applications should go directly to the Hiring Committee to be screened. The Hiring Committee will set interviews, conduct interviews, and narrow to any number of finalists that the committee thinks is appropriate.
5. Applicant interviews and relocation expenses must be approved in advance by the Standing Committee. The Hiring Committee must request such expenses and receive approval from the Standing Committee prior to making any commitment.
6. The salary range will be set by the Standing Committee. The final wage and benefit offer is a joint decision between the Hiring Committee and the Personnel Committee, and must not exceed the limits set by the Standing Committee. All discussion of wages is limited to the Hiring and/or Personnel Committees.
7. The Hiring Committee must call at least three references. Reference checking should be applied consistently for all applicants. References to be checked must be business or employment related. No questions may be asked that are not related to the applicants business or employment. Should any information be acquired that is not business or employment related, it cannot be used to determine the applicants eligibility for the position interviewed for. The following information will be verified through the reference checks: employment history, performance, education/training, and character. All information on application will be available to the personnel committee and will be kept confidential.

8. When the committee responsible for opening has narrowed the finalists, representatives from that committee will meet jointly with representatives of the Personnel Committee and the applicant.
9. The final decision as to whom to hire is up to the Hiring Committee, but must be seconded by the Personnel Committee, and then brought to the Standing Committee for approval along with salary/benefit recommendations.
10. Orientation process—the Hiring Committee responsible for the opening must, in the first week of employment, introduce the new employee to other staff and key officers of the church. In addition, the hiring committee must give the new employee a copy of his or her job description, get contract signed and returned to the Personnel Committee, and pass along any other pertinent information related to the job.

It is the policy the The Unitarian Church of Peter borough, NH to ensure that all employees and candidates for employment are considered for all positions on the basis of their qualifications and abilities, without regard to race, color, sex, religion, age, national origin, citizenship status, veteran status, sexual orientation, or disability. We shall recruit, hire, and promote all employees and ensure that all compensation and other benefits, as they may be offered, are administered without regard to these differences. We will provide a work environment free from discrimination and harassment of any kind.

Moreover, we are committed to valuing diversity because it is our belief that an environment that embraces difference is critical to each employee's ability to succeed and to the success of our Church.

We shall take affirmative action to ensure that all minorities, women, Vietnam Era veterans, disabled persons, and disabled veterans are introduced into the work force and are considered for promotional opportunities as they arise. The personnel committee will ensure that the intent and practice of this policy is carried out, however, we expect every member of the committees to whom employees report to take an active part in putting these principles into practice.